

S E C R E T

DD/ST# 14-11-69

OSA-0933-69

8 April 1969

MEMORANDUM FOR: RMO/DDS&T

THROUGH: EXO/OSA


SUBJECT: Records Purge - Final Report

1. The following represents the final report of OSA for the Records Purge for the period October 1 to date:

- a. One hundred and thirty five cubic feet have been reviewed.
- b. Thirty-nine cubic feet have been transferred to the Records Center.
- c. Fourteen cubic feet have been transferred to other components of the Agency.
- d. Twenty-two cubic feet have been destroyed.

2. In an effort to reduce the holding period at the Records Center a revision of the Records Control Schedule of OSA has been planned. The Central Record Files will be reviewed before being transferred to the Records Center. A new category of files will be established. The title of this file will be "Chronological File"; it will consist mainly of housekeeping type documents. At a future date, the Central Records Files will be separated into two categories. One will consist of Policy and Programs files for permanent retention; the other will be Project Files for retention of 50 years.

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Records Management Officer  
OSA/DDS&T

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